

MEMORANDUM

DATE: January 11, 1996

TO: Division of Shellfish Sanitation Staff

FROM: Robert E. Croonenberghs, Ph.D., Director
Division of Shellfish Sanitation

THROUGH: Eric H. Bartsch, P.E., Director
Office of Water Programs

SUBJECT: Seawater Monitoring Program - Procedure - Sample Collection and Hydrographic Data Measurement and Collection

PURPOSE

The objectives of this protocol are:

1. To assure that samples are collected properly according to NSSP and Division requirements.
2. To assure that hydrographic data is accurately measured and recorded.
3. To assure that time is accurately recorded.

INTRODUCTION

It is of vital importance to the Virginia shellfish sanitation program that the highest degree of integrity be maintained in the collection of seawater samples and the measurement of hydrographic conditions and physical parameters. The Division expects every reasonable effort to be made to properly and accurately collect samples, to measure these conditions and parameters and record such collections and findings in strict accordance with the National Shellfish Sanitation Program, the Recommended Procedures for the Examination of Seawater and Shellfish and Division regulations, policies and procedures. Currently, the Division's policies and procedures are in the form of draft regulations.

SEAWATER COLLECTION

Seawater sample collection for bacteriological analysis shall be in accordance with a predetermined schedule. Every reasonable effort shall be made to collect these samples on this day in accordance with Working Memo 171 and in the location designated on the seawater sample station map. If at any time the shellfish specialist is unclear as to the location of the sample station, he should communicate this to the Field Director who shall assist the shellfish specialist in identifying this location. If seawater samples are not collected in the specific location designated

on the seawater map for reasons beyond the control of the shellfish specialist, the number of the sample station and reasons for noncollection at the specific location shall be noted on the seawater data sheet. Seawater sample collection station maps shall be used on all sampling runs and shall be kept up to date and legible as stated in Working memo 260.

HYDROGRAPHIC MEASUREMENTS

It is the responsibility of the shellfish specialist to assure that all hydrographic measurements are performed accurately and the results precisely recorded. It is the responsibility of the Field Director to assure that all shellfish specialists receive the necessary training in the proper measurement of hydrographic conditions and proper operation of the measuring devices. It is also the Field Director's responsibility to regularly assure the proficiency and accuracy of the shellfish specialists' hydrographic measuring skills.

TIME RECORDING

It is the responsibility of the shellfish specialist to carry an accurate timepiece with them for their daily work activities. If for any reason the shellfish specialist does not have an accurate timepiece, they shall immediately notify the Field Director. The Field Director shall then provide a Division timepiece to the shellfish specialist. The shellfish specialist shall record time to the minute from an accurate timepiece at the beginning and end of their sampling runs. These times shall be accurately recorded on the seawater data sheets.